



**COMMUNITY DEVELOPMENT**  
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Building Division  
Engineering Division  
Planning Division  
Code Enforcement

**AGENDA**  
**DOUGLAS COUNTY PLANNING COMMISSION**  
**July 14, 2015**

A meeting of the Douglas County Planning Commission will be held on **July 14, 2015** beginning at **1:00 p.m.** The meeting will be held in the Douglas County Community Center, Room B, located at 1329 Waterloo Lane, Gardnerville, Nevada. The time of agenda items is approximate. *The Planning Commission may also be meeting for lunch on the same day at 11:30 am, at the Overland Restaurant, 1451 U.S. Hwy 395 N, Gardnerville, Nevada. Members of the public, press, and staff are welcome. This is a social gathering; no Planning Commission business will be discussed.*

The Planning Commission reserves the right to take items in a different order; to combine two or more agenda items for consideration; and to remove items from the agenda or delay discussion relating to an item on the agenda at any time.

It is the intent of the Planning Commission to protect the dignity of citizens who wish to comment before the Commission. It is also the members' wish to provide the citizens of Douglas County with an environment that upholds the highest professional standards. Citizens should have the ability to freely comment on items and/or projects that are brought before the Commission for action without interference.

In order to ensure that every citizen desiring to speak before the Commission has the opportunity to express his/her opinion, it is requested that the audience refrain from making comments, hand clapping or making any remarks or gestures that may interrupt, interfere or prevent the speaker from commenting on any present or future project. The Commission, through its chair, may prohibit a comment if the comment is on a topic that is not relevant to, or within the authority of the public body or if the comment is repetitious or willfully disruptive of the meeting. Written materials filed with the Clerk are part of the record and do not need to be read aloud. Citizens and applicants alike are encouraged to submit written materials well in advance of the scheduled meeting so that the Planning Commissioners will have time to review them before the public hearings begin.

Persons desiring an opportunity to address the Planning Commission who are not able to attend the meeting are requested to complete and submit a "Comment Card" to the Chair at the main podium prior to the convening of the meeting. Cards are located at the main entrance to the meeting room.

**Notice to Persons with Disabilities:** Members of the public who are disabled and require special assistance or accommodations at the meeting are requested to notify the County Clerk's Office in writing at P.O. Box 218, Minden, Nevada 89423 or by calling 782-9020 at least 20 hours in advance.

**Call to Order and Determination of Quorum.**

**Pledge of Allegiance.**

**Public Comment. (No Action Can Be Taken)**

At this time, public comment will be taken on those items and matters within the jurisdiction and control of the Planning Commission including, Presentations, Planning Matters and/or subjects not on agenda. Public comment on specific items agendaized "for possible action" will be taken during consideration of that item. Public Comment is limited to 3 minutes per speaker. The Planning Commission uses timing lights in an effort to ensure that everyone gets to speak for the same amount of time. You will see a green light when you begin, and then a yellow light which indicates that you have thirty seconds left. Once the light goes red, please be seated.

**For possible action. Approval of Agenda.**

**For possible action. Disposition of the June 9, 2015 Meeting Minutes.**

MAILING ADDRESS: P.O. Box 218, Minden, Nevada 89423

**Public Hearings.**

1. **For possible action. Discussion on Development Application (DA) 15-047, a Request for a Special Use Permit to establish a Use of Community Significance for Emergency Referral Services including counseling services and a dining room at property located at 921 Mitch Drive, within the PF (Public Facilities) zoning district and in the Gardnerville Ranchos Community Plan. The applicant is Jim Peckham representing FISH (Friends in Service Helping). APN: 1220-15-210-045.**

**Case Planner:** Hope Sullivan, AICP  
**Case Engineer:** Natalia Moore

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**Adjournment.**

\*Copies of Community Development Staff Reports can be requested by calling the Planning Manager, (775) 782-6200, or in person (Monday – Thursday, 8:00 a.m. – 3:00 p.m. and Friday 8:00 a.m. – 12:00 p.m.) 1594 Esmeralda Ave., Room 217, Minden, Nevada. Community Development Staff Reports can also be found at <http://www.douglascountynv.gov>. During the public hearing, Community Development Staff Reports can be viewed in the Public Information Binder located at the entrance to the meeting room.

\*Community Development Staff Reports are available, at a minimum, 3 days prior to the meeting.

Copies of this notice are posted at the Douglas County Administrative Building (Historic Courthouse), Douglas County Community Development (Minden Inn), Douglas County Judicial and Law Enforcement Center, and the Minden Post Office. This notice will be posted on the Douglas County website – <http://www.douglascountynv.gov>. However, this Commission does not maintain the listed website and therefore timely posting of agendas on the website cannot be guaranteed.

**TIMING FOR AGENDA ITEMS IS APPROXIMATE UNLESS OTHERWISE INDICATED**

**DRAFT**

The regular meeting of the Douglas County Planning Commission was held on Tuesday, June 9, 2015 in the Douglas County Commissioner Meeting Room of the Douglas County Administrative Building, 1616 8<sup>th</sup> Street, Minden, NV.

**PLANNING COMMISSIONERS PRESENT:** Frank Godecke; Kevin Servatius; James Madsen; Margaret Pross; and Jo Etta Brown.

**PLANNING COMMISSIONERS ABSENT:** Anje de Knijf and James Beattie

**STAFF PRESENT:** Cynthea Gregory, Deputy District Attorney; Mimi Moss, Community Development Director; Hope Sullivan, Planning Manager; Lucille Rao, and Laure Penny, Clerk to the Board.

**Call to Order and Determination of Quorum.**

Chairman Godecke called the meeting to order at 1:01 p.m. and determined a quorum was present.

**Pledge of Allegiance.**

Member Brown led the Pledge of Allegiance.

**Public Comment. (No Action Can Be Taken)**

Jim Slade stated he believed the four Planning Commissioners who voted in favor of the Greenstone Renewables Project did not adequately address the eight Findings that were needed to approve the project. Mr. Slade felt the Commissioners were more concerned about property rights than the required Findings. He felt the quotes from the Planning Commission were disappointing and inappropriate and possibly show malfeasance. They are completely contrary to their roles as Planning Commissioners and embarrass the County.

Public comment closed.

**For possible action. Approval of Agenda.**

No public comment.

MOTION by Brown/Madsen to approve the agenda; carried unanimously with Beattie and de Knijf absent.

**Disposition of the May 12, 2015 Meeting Minutes. For possible action.**

No public comment.

Chairman Godecke explained that the draft minutes at the Members seats include minor corrections.

DOUGLAS COUNTY PLANNING COMMISSION  
MEETING OF JUNE 9, 2015

MOTION by Servatius/Madsen to approve the minutes as corrected; carried unanimously with Beattie and de Knijf absent.

**Public Hearings.**

**1. For possible action. Discussion on Development Application (DA) 15-042, Park Cattle Company and Edgewood Companies, a Major Variance to reduce the required 25 foot setback for Bldg. F, to provide a maximum setback of 9.8 feet and for Bldg. L to provide a maximum setback of 13.85 feet so as to accommodate the construction of 2 cabins on the Edgewood Golf Course. The subject property is located at 180 Lake Parkway in the South Shore Area plan's T-R District (Tahoe Recreation District). APN: 1318-27-001-001.**

Lucille Rao, Assistant Planner, provided a summary of the proposed project along with an aerial photo and zoning & site maps. She reviewed the differences between major and minor variances. Ms. Rao commented they had received no public comment; Findings have been met and staff is recommending approval.

Vice Chairman Servatius referred Ms. Rao to page 6 of the packet that states *"No other properties will be prejudiced or damaged by the granting of the setback variance. All property within the T-R District is owned by Edgewood Companies"*. He wanted to know the noticing requirements and have they heard from any residents in the noticing requirements. Ms. Rao responded the noticing had gone out to residents within a 1320 foot radius of the proposed project. She has not heard from anybody within the noticing requirement area. She went on to explain the boundary adjustments are within the golf course so no exterior areas will be effected.

Hope Sullivan, Planning Manager, wanted to clarify there was a difference between the advertisement that went out versus the motion before the Planning Commission; the motion is more restrictive than the advertisement thus lawful. The change is because the applicant modified the plan.

Member Brown wanted to know if the cabins being added are vulnerable to being hit by golf balls from the golf course. Ms. Rao responded there are a lot of trees surrounding the cabins so it makes a buffer which makes it safer.

Vice Chairman Servatius mentioned he thought there was another cabin (Cabin C) involved in the project that isn't mentioned in the motion. Ms. Rao responded Cabin C is part of the minor variance. They are reworking the boundary line adjustment so the setback for Cabin C will change.

Brandon Hill, Real Estate Project Manager for Edgewood Companies, stated he has reviewed and supports the staff findings. Member Pross commented she read in their application the new buildings will be designed to achieve LEED Silver rating and she thinks that's great. They like seeing LEED used in projects.

DOUGLAS COUNTY PLANNING COMMISSION  
MEETING OF JUNE 9, 2015

No public comment.

MOTION by Brown/Pross to approve a Major Variance to the South side of Cabin F for a minimum 10 foot setback and a Major Variance to the East and West side of Cabin L for a minimum setback of 14 feet based on the Findings in the affirmative and subject to the conditions of approval in the staff report; carried unanimously with Beattie and de Knijf absent.

**Planning Matters.**

**1. Discussion regarding a change of time/location for the July 14, 2015 Planning Commission meeting.**

Hope Sullivan, Planning Manager, informed the Planning Commission there was a need to relocate the meeting for July 14, 2015 because of renovations being done in the historic courthouse. She commented the Planning Commissioners do have the authority to change the venue of their meeting. She stated she has tentatively reserved a meeting room at the Community Center. She mentioned she spoke with the IT Department and they are able to provide recording for the meeting to make sure it meets the statutory requirements. IT did suggest using the Board of Commissioner's meeting room at the Tahoe Transportation Center because all the equipment is stored up there. She provided the members with two items she anticipates will be on the agenda: A Master Plan Amendment with a specific plan for the Corley Ranch and a request by FISH for a Special Use Permit for a Use of Community Significance.

Vice Chairman Servatius likes the idea of a public venue so the Community Center works for him. He just wants to make sure there is enough room for the public.

Chairman Godecke's feels because of the 2 items anticipated for the agenda are Valley related issues it's better to stay in the Valley to accommodate the public. Members Pross and Brown both agree with Chairman Godecke.

Cynthea Gregory, Deputy District Attorney, stated for the record no vote was needed on this item since it is administrative.

There being no further business to come before the Planning Commission, the meeting adjourned at 1: 21 p.m.

Respectfully Submitted:

Approved:

\_\_\_\_\_  
Frank Godecke, Chairman

## Douglas County Planning Commission

### AGENDA ACTION SHEET

1. **Title:** For possible action. Discussion on Development Application (DA) 15-0047, a Special Use Permit to establish a Use of Community Significance for Emergency Referral Services including counseling services and a dining room at property located at 921 Mitch Drive, within the PF (Public Facilities) zoning district and in the Garnerville Ranchos Community Plan. The applicant is Jim Peckham representing FISH (Friends in Service Helping). APN 1220-15-210-045.
2. **Recommended Motion:** Deny the request for a Special Use Permit based on the inability to make the required findings.
3. **Prepared by:** Hope Sullivan, Planning Manager
4. **Meeting Date:** July 14, 2015                      **Time Required:** 1 Hour
5. **Agenda:** Public Hearing
6. **Background Information:** The applicant is seeking approval to establish a Use of Community Significance for Emergency Referral Services including counseling services and a dining room. The church use that currently exists will also continue to have their services. The applicant anticipates serving 36,000 meals annually, and the counseling services will serve 1600 people a month.
7. **Committee/Other Agency Review:** On July 1, 2015, the Gardnerville Ranchos GID reviewed a request to support the subject Special Use Permit. Though the Board found that the programs FISH offers are a benefit to the Ranchos community, the request for support was denied based upon the location of the facility being within a mostly residential neighborhood.
8. **Reviewed by:**  
      HVS Planning Manager                      [Signature] Community Development Director
9. **Commission Action:**  
      \_\_\_\_\_ Approved                      \_\_\_\_\_ Approved with Modifications  
      \_\_\_\_\_ Denied                          \_\_\_\_\_ Deferred  
      \_\_\_\_\_ Other

Agenda Item # 1

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### MEMORANDUM

Date: July 14, 2015

To: Douglas County Planning Commission

From: Hope Sullivan, Planning Manager, Direct Line 775-782-6200

Subject: Special Use Permit (DA) 15-047 for a Use of Community Significance at 921 Mitch Drive

#### I. REQUEST

Friends in Service Helping (FISH) is requesting approval of Development Application (DA) 15-047, a Special Use Permit for a Use of Community Significance for Emergency Referral Services including counseling services and a dining room at 921 Mitch Drive, within the PF (Public Facilities) zoning district and in the Gardnerville Ranchos Community Plan. The Assessor's Parcel Number (APN) is 1220-15-210-045. Upon making the required findings the Planning Commission may approve the request. If necessary to make findings, the Commission may approve with modifications. If the Commission cannot make the required findings, it may deny the request.

#### II. RECOMMENDATION

Deny Development Application (DA) 15-047, a Special Use Permit to allow a Use of Community Significance for Emergency Referral Services, including counseling services and a dining room, based on the inability to make the required findings as outlined in the staff report.

#### III. BACKGROUND / PROJECT DESCRIPTION

Project Information	
Property Owner / Applicant	Jim Peckham FISH Emergency Referral Services Program, Inc. 138 E. Long Street Carson City, NV 89706
APN	1220-15-210-045
Zoning Designation	PF (Public Facilities)
Existing Use	Church
Parcel Size	.88 acres

The applicant is requesting a special use permit for a Use of Community Significance for Emergency Referral Services including counseling services and a dining room. The subject property is currently a church with services Thursdays and Sundays, with 20 participants. The church is operated in a converted house built in 1978. With the exception of a parking variance obtained in 2014, no planning approvals or building permits have been found regarding the church.

According to the applicant, the intent of the use is to focus on families that are already residents of the Ranchos. The use is intended to include "a family dining room and a family help center along with the potential for other community oriented programs (i.e. after school programs, computer lab, etc). ... the dining room is a place where low-income community members and their families can come to get a well-balanced meal that they might otherwise not be able to provide for themselves. The facility will help clients stretch their budget and their understanding of how to be more self-sufficient."

The applicant proposes hours of operation from 8:00 AM to 8:00 PM on weekdays, and from 10:00 AM to 6:00 PM on Saturdays. The dining room will initially serve meals on 2 to 3 days each week (weekdays), and eventually 5 days per week. It is anticipated that the dining room will serve 36,000 meals annually. It is anticipated that the counseling services will serve 1600 people a month.

The applicant's statement of justification and discussion is provided as Attachment 1. The vicinity map and site plan are attachments 2 and 3 respectively.

To better understand the provision of social services in the County, staff spoke with:

Karen Beckerbauer, Manager, Douglas County Social Services  
Rommy Kronin, Director of Educational Services Area 3, Douglas County Schools  
Sarah Sanchez, Director, Carson Valley Community Food Closet

The County's Social Services Agency is established by NRS 428 to provide for the County's indigent and poor. This agency is supported through property taxes. Ms. Beckerbauer advised that most churches in the community have food available to those in need, and many also provide supportive cash payments to people / families in need. For any underserved group or area in the community, Social Services provides home visits and community based visits. Food supplies are available at each of the Social Service's offices, which are located in downtown Gardnerville, Topaz Ranch Estates, and in the Ranchos. Social Services has partners with Grocery Outlet to provide store vouchers for special need items when the Food Closet is not available. The annual Point In Time count done via HUD in January 2015 revealed zero homeless people in Douglas in need of services.

Rommy Kronin noted that CC Meneley Elementary School, located south of the site in the Ranchos, is a Title One school. This means that due to the percentage of students under a certain income level, the Federal government directs additional funds to this school to provide additional infrastructure for the students. For example, in addition to a free lunch program for qualified students, this school also provides additional reading instruction, funded with Federal funds, to the students. This is one of two Title One schools in the County.



Staff questions to the Food Closet focused on numbers served. The Food Closet advised that during peaks months, which tend to be winter months, it serves 500 families, or 1500 people per month. During the busiest day of the week, it serves 84 people per day. This number includes all family members who visit the Food Closet.

#### **IV. REVIEW REQUIRED**

##### **Special Use Permit**

Per the provisions of Section 20.658.020 of the Douglas County Code, a Use of Community Significance may locate in the PF (Public Facilities) zoning district subject to the issuance of a Special Use Permit and Design Review Approval. Per the provisions of Section 20.604.050 of the Douglas County Code, the Planning Commission is authorized to grant a Special Use Permit, after conducting a public hearing, upon making the required findings contained in Section 20.604.060 of the Douglas County Code. The Planning Commission may identify conditions of approval that are necessary to make the findings.

Per the provisions of Section 20.614.030 of the Douglas County Code (DCC), the Community Development Director is the final decision maker for design review application. The applicant has not yet submitted an application for design review.

#### **V. GARDNERVILLE RANCHOS GID**

The subject property is within the Gardnerville Ranchos GID jurisdiction. At its meeting of July 1, 2015, the GID Board of Trustees reviewed the request to support the subject Special Use Permit. Though the Board found that the programs FISH offer are a benefit to the Ranchos community, the request for support was denied based upon the location of the facility being within a mostly residential neighborhood. A letter from the GID's District Manager is Attachment 4, and correspondence received by the GID is Attachment 5.

#### **VI. FINDINGS**

##### **Findings for a Special Use Permit**

Per Douglas County Code Section 20.604.060, when considering applications for a special use permit, the commission or board, where applicable, must evaluate the impact of the special use on and its compatibility with surrounding properties and neighborhoods to ensure the appropriateness of the use at a particular location and make the following findings. As outlined below, staff cannot make the required findings.

- A. The proposed use at the specified location is consistent with the policies embodied in the adopted master plan and the general purpose and intent of the applicable district regulations.

**Staff Response:** The Master Plan does not specifically look at the provision of social services. The applicant has noted Goal 2 of the Gardnerville Ranchos (GR) Community Plan, which states:

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GR Goal 2: To provide adequate community facilities and services for the Gardnerville Ranchos.

Staff can understand how this goal may be read in isolation, and found to be applicable. However, in reading the associated policies, the policies address public facilities and services, parks, schools, and water and sewer. Per the Public Services and Facilities Element, public services and facilities include public safety, libraries, schools, solid waste, and water and wastewater. There is no mention of this type of social service use in this element.

Staff does find Land Use (LU) Policies 2.4 and 2.5 to be applicable. These policies state:

LU Policy 2.4: Douglas County shall use its planning and development regulations to protect residential neighborhoods from encroachment of incompatible activities or land uses which may have a negative impact on the residential living environment.

LU Policy 2.5: Proposed non-residential development adjacent to residential neighborhoods shall be designed and sited to protect the privacy of residents.

Of note, the site is currently used as a church, a non-residential use. However, the church only has 20 participants, and has services two days a week. The proposed use will operate six days a week, operating from 8:00 AM – 8:00 PM on weekdays. This will yield a more intensive use than has historically been established on the property, creating more traffic, noise, and people from outside of the neighborhood.

The applicant has proposing to clean up the site, but has not proposed any physical improvements to the site.

The subject property is zoned PF (Public Facility). Per the provisions of Section 20.650.010 of the Douglas County Code, “the purpose of this district is to provide areas for needed present and future public facilities. The public facilities zoning district is consistent with all master plan land use designations.” Although public facilities, as previously noted, include public safety, libraries, schools, solid waste, and water and wastewater, a number of non-public facility uses are allowed in the PF zoning district.

- B. The proposed use is compatible with and preserves the character and integrity of adjacent development and neighborhoods and includes improvements or modifications either on-site or within the public rights-of-way to mitigate development related adverse impacts, such as traffic, noise, odors, visual nuisances, or other similar adverse effects to adjacent development and neighborhoods. These improvements or modifications may include, but shall not be limited to the placement or orientation of buildings and entryways, parking areas, buffer yards, and the addition of landscaping, walls, or both, to mitigate such impacts.

**Staff Response:** The site is currently improved with a church building. The church has been on the site since 1978, and most recently had twenty participants, and services twice a week. Staff finds that it is commonplace to have churches in residential neighborhoods, and that churches tend to be busy on the weekend, and fairly quiet uses during the week. Staff also recognizes that churches have started to diversify their services, thus the description of a “fairly quiet use” may

better describe the historic function of churches and not a modern function. However, the church located on the subject property has been limited in the services it offers both in terms of scope and frequency.

The proposed use, anticipated to operate from 8:00 AM to 8:00 PM on weekdays, and from 10:00 AM to 6:00 PM on Saturdays will be far more intensive than the current use. The proposed use will serve 36,000 meals annually, and provide counseling services to 1600 people each month. This would mean over 100 people visiting the site daily for meals six days a week, plus clients attending for counseling services.

Staff recognizes that the target client group for the proposed use is families in the Ranchos. However, with the exception of a free warm dinner, the services proposed to be provided are already provided in Douglas County. Given that this will be the only location in Douglas County where families can obtain a free warm dinner, staff is concerned that the use will attract clients from outside of the neighborhood. Although this is a positive in that more people in need are able to have a meal, the negative is increased traffic in the evenings in this residential neighborhood that does not have sidewalks.

Given the intensity of the use, both in the hours of operation six days a week as well as in the number of clients anticipated to utilize the site, staff finds that the use is not compatible with the surrounding residential neighborhood.

- C. The proposed use will not generate pedestrian or vehicular traffic that will be hazardous or conflict with the existing and anticipated traffic in the neighborhood.

**Staff Response:** The use is proposed to operate from 8:00 AM – 8:00 PM. The applicant anticipates that clients will come from within the neighborhood and walk to the services. Staff is concerned that in the winter months, it is dark by 5:00 PM and this is an area with no sidewalks. Staff finds that it will create a hazard to encourage walking in the dark in this area. Staff is also concerned that since a free dinner meal is not available anywhere else in Douglas County, the proposed service will attract clients from outside the immediate neighborhood. This will result in non-localized traffic in the residential neighborhood. Not only will this cause an increase in traffic, it will pose potential vehicular / pedestrian conflicts, particularly when it is dark.

- D. The proposed use incorporates roadway improvements, traffic control devices or mechanisms, or access restrictions to control traffic flow or divert traffic as needed to reduce or eliminate development impacts on surrounding neighborhood streets.

**Staff Response:** The applicant proposed to utilize the existing access points to the existing parking area. No roadway improvements are proposed. Of note, the existing roadway network in the area does not include sidewalks. Staff does not suggest that this use be asked to make that level of improvement. However, staff would note that the anticipated pedestrian participation at this site coupled with a lack of sidewalks does create a hazardous condition.

- E. The proposed use incorporates features to minimize adverse effects, including visual impacts and noise, of the proposed special use on adjacent properties.

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**Staff Response:** The proposed church building exists. The applicant proposes to improve the building and the site to the extent there has been deferred maintenance, to create ADA compliance, and to perform general clean up. Staff would not suggest screening the parking area from the street, as it promotes safety to be visible. Staff would recommend that the parking lot be improved to the standards in Title 20, including both storm water mitigation and installation of parking lot lighting to minimize adverse impacts.

- F. The project is not located within an identified archeological/cultural study area, as recognized by the county. If the project is located in a study area, an archeological resource reconnaissance has been performed on the site by a qualified archeologist and any identified resources have been avoided or mitigated to the extent possible per the findings in the report.

**Staff Response:** The site is not located within an identified archeological and/or cultural study area recognized by Douglas County.

- G. The proposed special use complies with all additional standards imposed on it by the particular provisions of Chapter 20.604 (Special Use Permits) and all other requirements of Title 20 applicable to the proposed special use and uses within the applicable base zoning district, including but not limited to, the adequate public facility policies of Title 20.

**Staff Response:** The proposed use does not have additional standards. The applicant proposes to improve the building so as to have a kitchen that complies with the Health Department Requirements, and to comply with the handicap accessibility requirements of the building code.

- H. The proposed special use will not be materially detrimental to the public health, safety, convenience and welfare; or result in material damage or prejudice to other property in the vicinity.

**Staff Response:** The subject property is located in a residential neighborhood. The proposed use will have counseling services, workshops, and a dining room. Staff is concerned that the proposed use will encourage clients from outside the neighborhood to come into the neighborhood, particularly given that a free dinner is not available elsewhere in Douglas County. Staff is concerned this increased traffic will create an intensification of use in this residential area and will be materially detrimental to public health, safety, and welfare.

## VI. CONCLUSION

Based on the inability to make the required findings as outlined in the staff report, staff recommends denial of the requested Special Use Permit DA 15-047.

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If the Planning Commission can make the findings, staff would request that Commissioners articulate each finding and supporting argument, and refer the matter back to staff for preparation of the Conditions of Approval.

***PC Attachments:***

1. Applicant's Detailed Description and Justification Report
2. Vicinity Map
3. Site Plan
4. July 6, 2015 Letter from the Gardnerville Ranchos GID
5. Correspondence from Leann Teter presented at the July 1, 2015 GID Meeting.

RECEIVED

JUN 02 2015

DOUGLAS COUNTY  
COMMUNITY DEVELOPMENT



# SPECIAL USE PERMIT

## DETAILED DESCRIPTION AND JUSTIFICATION REPORT

Prepared by:



June 2, 2015

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### Appendix:

Sample Action Plan

### Attachments:

Douglas County Development Application  
Preliminary Site Plan  
Preliminary Floor Plan  
Preliminary Title Report/Deed  
Building Elevations  
Personal Notification  
Tax Receipt





## Introduction

This application includes the following request:

- A **Special Use Permit** to allow for the establishment of a Use of Community Significance within the Public Facility (PF) zone.

## Project Location

The project site (AP #s 1220-15-210-045) consists of 38,333± square feet located at the northeast corner of Mitch Drive and South Riverview Drive in the Gardnerville Ranchos. The specific site address is 921 Mitch Drive. Figure 1 (below) depicts the project location.



Figure 1 – Vicinity Map



## Existing Conditions

The project site is currently zoned Public Facility (PF). All properties surrounding the site are zoned SFR-1/2, with PF zoning located just to the north, reflective of the Gardnerville Ranchos GID office, fire station, and Mitch Park to the northwest. Actual surrounding uses include a day care center to the north, single family residential to the south and east, and a vacant property to the west. Figure 2 (below) depicts the existing zoning patterns in the area.



Figure 2 – Zoning Map





Currently, the project site is developed with a 2,730± square foot church building that was constructed in 1978. Friends-In-Service-Helping (FISH) has purchased the existing church which is operating at this time. In addition to the existing single-story church building, site improvements include landscaping adjacent to the building, building sidewalk improvements, and limited paving adjacent to the building. Additionally, there is existing landscaping (trees) located around the perimeter of the property. Access to the site is achieved via two driveways; one on Mitch Drive and one on Riverview Drive. Figure 3 (below) provides an aerial view of the property that shows existing improvements, while Figures 4 and 5 (following pages) depict the existing building elevations and site conditions.

The church currently serves approximately 20 parishioners on Sunday mornings and Thursday evenings. Some church members will help as volunteers and the church can continue with services into the future. Although there are no plans for new construction, it is noteworthy that the church was approved for an expansion and parking variance in 2014 that would have allowed the church to increase its attendance to approximately 150 people.

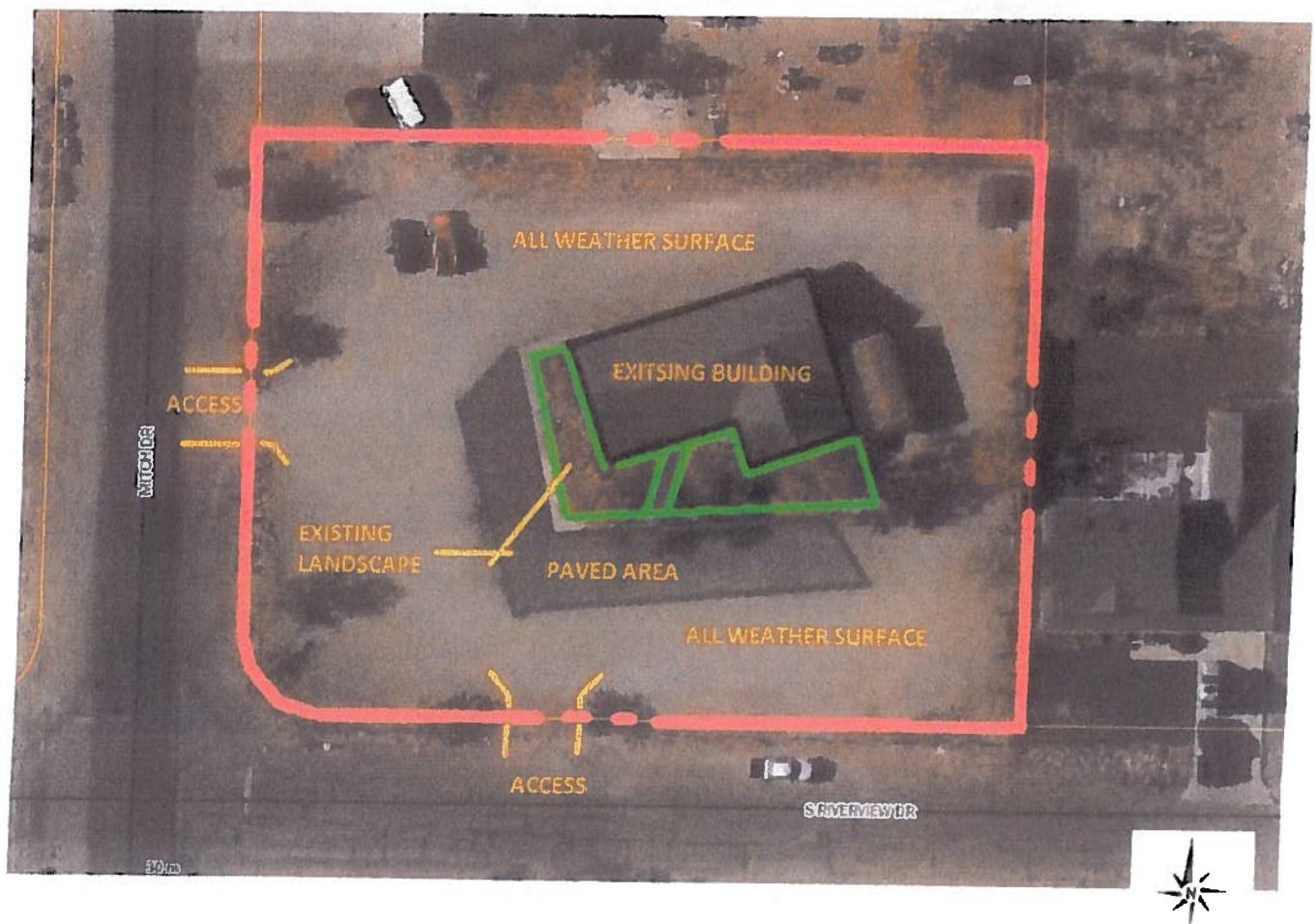


Figure 3 – Aerial View

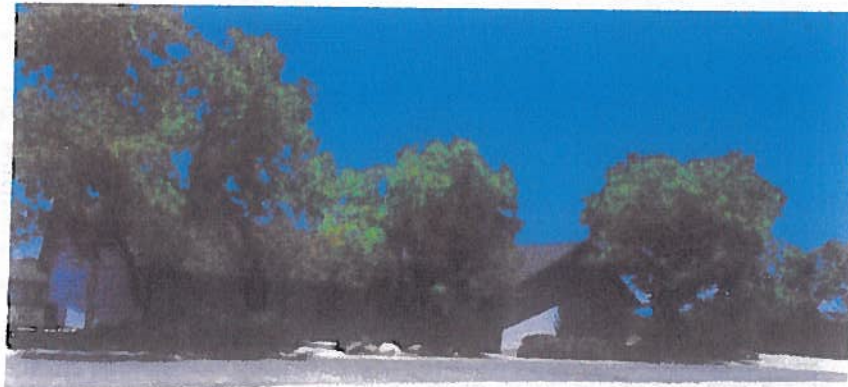
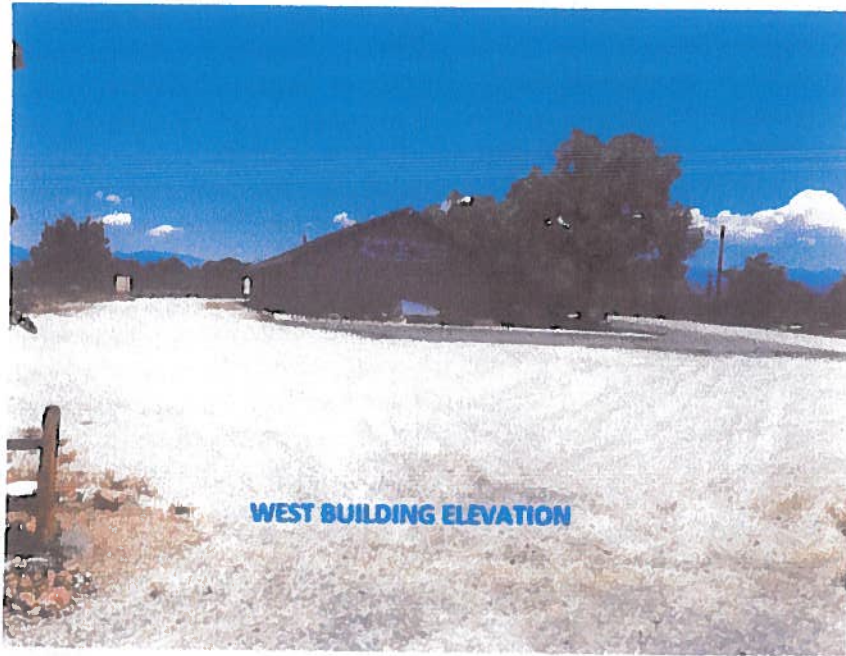
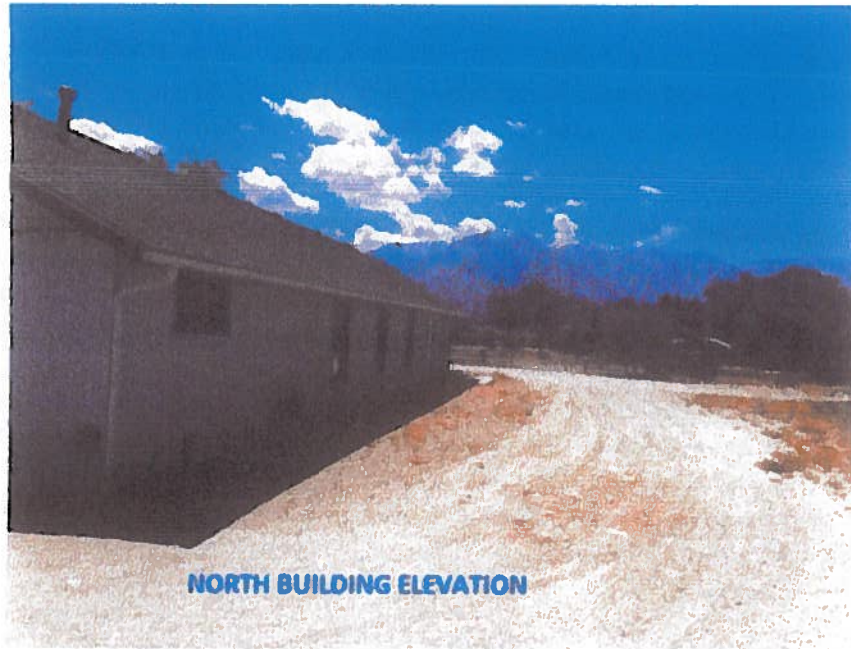


Figure 4 – Building Elevations/Existing Conditions





**NORTH BUILDING ELEVATION**



**EAST BUILDING ELEVATION**

**Figure 5 – Building Elevations/Existing Conditions**



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## Project Description

This application includes a Special Use Permit (SUP) request to allow for the establishment of a "Use of Community Significance" at the project site. Specifically, FISH plans to operate a new community assistance center and commercial kitchen that will serve the Gardnerville Ranchos and communities within Douglas County. The family center will include a dining room, family help center, and a community resource center.

FISH first started serving the Carson City community in 1979 as a 501(c)(3) non-profit. Their services include providing resources to neighbors-in-need including food, clothing, shelter, referral services, and medical aid.

FISH has partnerships with more than 75 sister agencies/organizations that enables them to best serve the needs of the community.

The Ranchos area has been identified by FISH as needing additional resources based on the large number of low-income school aged children that live in the community. Approximately, 44.76% of students living in the Ranchos receive free or reduced cost lunches based on Douglas County School District data. These statistics reinforce the need for the services that FISH provides. Additionally, it has been brought to the attention of FISH by the Douglas County Health and Human Services department and other local service organizations and churches that there is a need for a community dining room in the Ranchos.

Based on the identified need in the Ranchos, FISH is proposing to utilize the existing church building to establish a community dining room and counseling/resource center. Unlike the FISH facility in Carson City, the Ranchos center will not include a food bank, shelter facility, or medical clinic. The Ranchos facility will focus on serving the needs of Ranchos families.

The objective of the dining room is to provide free, hot, nutritious meals to low income residents. The goal is to develop relationships that provide hope and structure to Ranchos families and individuals, improving their quality of life. The kitchen will serve well-balanced and varied meals. For comparison purposes, the current FISH dining room in Carson City serves more than 33,000 meals annually. The Ranchos dining room is expected to be closer to 36,000 meals annually based on the fact that the area has a high number of families with children.

In addition to the dining room, the Ranchos center will also include a counseling and resource center. This facility provides FISH clients the services they need to be healthy and self-sufficient. If a client needs a service that FISH does not offer, the center can refer them to one of many FISH community partners. The current FISH coaching and resource center in Carson City serves an average of 1,600 people each month. FISH expects an equal number of clients in the Ranchos, effectively doubling the organization's reach. Also, the use of FISH's FACS database in Douglas County will help other local social service providers be more efficient and they work with mutually shared clients.

The center will provide training and allow residents to connect with services that they might not have otherwise known about. A sample "Action Plan" is included in the appendix of this report for reference. Also, FISH will document and track goals created by clients through their counseling and/or training sessions. Ongoing FISH services are somewhat dependent on goal accomplishment. This motivates clients to follow through and promotes a "hand up, not hand out" philosophy.



While the Carson City FISH facility focuses on transients, homeless, and hungry clients, the Ranchos facility will focus on families that are already residents of the Ranchos. Additionally, FISH will encourage Douglas County volunteers to assist at the Ranchos facility, providing community involvement as it relates to FISH programs and outreach.

The proposed FISH facility will be a tremendous asset to the Ranchos community providing much needed services. FISH has a proven reputation of benefitting the community through its services and programs and will be a great addition to the Ranchos community. Other components being contemplated at the center include after school programs and a computer lab that community members can use to access employment databases and that children can use for homework, etc. A multi-purpose room is planned in the center and will accommodate these types of additional services/programs.

FISH has made the community aware of its intent to establish a center in the Ranchos. As a result, there may be some misconceptions within the community of just what facilities and services will be provided. As described previously, the Ranchos center will include a family dining room and family help center along with the potential for other community oriented programs (i.e. after school programs, computer lab, etc). Unlike the Carson City facility, the Ranchos center will not include a food bank, shelter, or medical clinic. Services for the homeless will be facilitated through referrals to existing Douglas County partner organizations/agencies or through FISH's Carson City operations. A common misconception is that the dining room is a "soup kitchen." In reality, the dining room is a place where low-income community members and their families can come to get a well-balanced meal that they might otherwise not be able to provide for themselves. The facility will help clients stretch their budget and their understanding of how to be more self-sufficient. There is an identified need for such a facility in the Ranchos and FISH can serve to fill the existing void in services.

A preliminary sketch floor plan of the proposed facility is included as an attachment to this report. Modifications to the existing building will be internal and building additions are proposed at this time. With the opening of the center, improvements to the existing building will include replacement/repair of broken windows, general site clean-up, etc. Also, in order to meet current code and ADA requirements, the existing paved areas will be formalized/expanded in order to provide formal onsite parking and driveway access. Figure 6 (following page) depicts the overall site plan for the FISH center.

Initially, FISH plans to have three full-time staff members at the center along with 5 to 10 volunteers. Hours of operation are expected to be from 8:00 am to 8:00 pm weekdays and from 10:00 am to 6:00 pm on Saturdays. FISH plans to allow the former church to continue their Sunday services at the existing building. It is anticipated that the dining room will initially serve meals on 2 or 3 days each week (weekdays) and eventually 5 days per week. FISH estimates that there will be 30 to 40 people at the site during maximum usage periods.







The central location within the Ranchos is beneficial in that community members will have easy access to the new FISH facility. Traffic generated by the project is expected to be minimal as a large percentage of the clients coming to the facility will likely walk. Douglas County requires a traffic impact analysis when estimated peak hour trips With 3 employees and an estimated 30 to 40 clients on site during peak usage, the FISH center will not come close to generating the 80 peak hour trip threshold. For purposes of estimation, the Institute of Transportation Engineers (ITE) Trip Generation Manual was consulted to provide traffic estimates for the project. Estimates are based on land use code 495 (Recreational Community Center). Although this category is more intense and accounts for a higher community usage based on recreational amenities, it is the closest matching designation. Based on estimates included in the ITE manual, the FISH center will generate 7 am peak trips (2.61 trips per 1,000 square feet of building area) and 6 pm peak trips (2.31 trips per 1,000 square feet if building area).

Overall impacts generated by the project will be minimal. As noted previously, traffic generated by the project is far less than what previously approved with the church use. No overnight hours are proposed and no noise impacts are anticipated based on the fact that activities will occur within the building. FISH may occasionally host an afternoon outdoor barbeque for special events, etc. However, this will not be an everyday occurrence and would not occur during late night hours. The FISH center will result in positive impacts in the neighborhood by providing valuable community services and assistance to area families. Also, this project includes site improvements and building repairs that will aesthetically enhance the project site to the benefit of the surrounding area.

### **Request Analysis**

The SUP included in this application is to allow for a "Use of Community Significance" as defined by Douglas County. The FISH center proposed for the Ranchos is highly consistent with a "Community Center and Related Facilities" as defined in the Douglas County Development Code. This use is defined as *"a facility for a use of community significance, public or quasi-public, where public services or information are provided on a non-profit basis, including but not limited to government offices, senior centers, public libraries, family council or family help centers, and sheriff sub-stations."* The use proposed matches this definition very closely considering that FISH is a non-profit organization and the center will be serving as a family counseling and help center. However, interpretation has been made by Douglas County that the Community Center use cannot be applied to FISH based on the fact that the organization is not a public agency. Therefore, the new center will be categorized as a Use of Community Significance. This interpretation was reaffirmed by the Douglas County Planning Commission in December 2014.



A Use of Community Significance is defined in the Douglas County Development Code as "a use which the commission determines to have significant historical, cultural, economic, social, or environmental value to the County, which does not conform to the use regulations of the district in which the use is located as a result of either the adoption or amendment of this code, and which cannot be made conforming through any other discretionary review process under this code." As noted previously, Douglas County Community Development Department staff and the Douglas County Planning Commission have provided concurrence that FISH may proceed under the Use of Community Significance definition. The facility will have significant social value to the community. In terms of meeting the regulations of the PF district, the center clearly fits the Community Center definition which is an allowed use within the PF zone. The need for the use reclassification is essentially a technicality that was not accounted for when the code was written/adopted.

As part of this SUP review process, the project will be presented at the July 1, 2015 meeting of the Gardnerville Ranchos General Improvement District (GID). Comments received at the GID can be addressed and incorporated into the final project plan, as appropriate.

### Special Use Permit Findings

Section 20.604.060 establishes finding that must be made in order to approve a SUP. These findings are included below and are addressed in **bold face type**.

When considering applications for a Special Use Permit, the Commission or Board, where applicable, must evaluate the impact of the special use on and its compatibility with surrounding properties and neighborhoods to ensure the appropriateness of the use at a particular location and make the following findings:

- A. The proposed use at the specified location is consistent with the policies embodied in the adopted master plan and the general purpose and intent of the applicable district regulations;

**The proposed facility location is ideal based on the fact that it is central to the Ranchos community. There are minimal transportation services in the Ranchos. Therefore, the site is close-in and within walking distance of homes yet in an area that contains other public facilities including the GID offices, fire station, and a community park. The uses proposed within the FISH facility are consistent with a community center which would typically be found in a PF zone.**

**The proposed use is consistent with both the Master Plan and with the standards of the PF zoning district. Per Douglas County Code section 20.658.020, the proposed use is allowed with a Special Use Permit. Concluding this SUP process will place the project in conformance with the requirements of the zoning district.**



The Gardnerville Ranchos Community Plan identifies *"Adequate and Timely Provision of Community Services"* as a key issue for the area. This project will enhance the provision of community services by both allowing the existing church to remain in operation and by bringing new services for children and qualifying families to the area. This issue is also addressed by Goal 2 of the Gardnerville Ranchos Community Plan which identifies a need *"To provide adequate community facilities and services for Gardnerville Ranchos."* This project is an attempt to bring services to a location that is easily accessible for clients, provides a safe and positive environment, and doesn't conflict with surrounding land uses. The center will be in close proximity/walking distance to schools, a community park, day care, and the GID offices.

- B. The proposed use is compatible with and preserves the character and integrity of adjacent development and neighborhoods and includes improvements or modifications either on-site or within the public rights-of-way to mitigate development related adverse impacts, such as traffic, noise, odors, visual nuisances, or other similar adverse effects to adjacent development and neighborhoods. These improvements or modifications may include, but shall not be limited to the placement or orientation of buildings and entryways, parking areas, buffer yards, and the addition of landscaping, walls, or both, to mitigate such impacts;

The FISH center will occupy the existing church building and additional building expansion is not proposed at this time. In terms of impacts, the project is expected to generate positive impacts through implementation of FISH programs and services within the community. Also, onsite improvements to parking, circulation, and landscape and building rehabilitation will serve to enhance the area in general. Traffic generated by the project will be minimal and will actually serve as a reduction over the approved church use. Improved parking areas will be provided onsite, once again reducing impacts from what has been previously approved. Programs and services offered by FISH at the center will occur within the building, ensuring that noise impacts do not occur.

- C. The proposed use will not generate pedestrian or vehicular traffic which will be hazardous or conflict with the existing and anticipated traffic in the neighborhood;

Traffic generated by the project will be minimal and is a reduction over the previous church use. It is anticipated that many of the FISH clients will walk to the center. The centralized location is conducive to this and onsite improvements to access and parking will enhance pedestrian safety over what exists today.

- D. The proposed use incorporates roadway improvements, traffic control devices or mechanisms, or access restrictions to control traffic flow or divert traffic as needed to reduce or eliminate development impacts on surrounding neighborhood streets;

No new driveways are proposed. In fact, the existing drive access will be improved in order to meet code and ADA requirements. Traffic generation is minimal and will be significantly reduced from what was previously occurring onsite.



- E. The proposed use incorporates features to minimize adverse effects, including visual impacts and noise, of the proposed special use on adjacent properties;

**The FISH center building already exists and will be rehabilitated with the new center, adding aesthetic appeal to the site and surrounding area. All services and programs will occur within the building eliminating the concern of noise impacts.**

- F. The project is not located within an identified archeological or cultural study area, as recognized by the county. If the project is located in a study area, an archeological resource reconnaissance has been performed on the site by a qualified archeologist and any identified resources have been avoided or mitigated to the extent possible per the findings in the report;

**Not applicable.**

- G. The proposed special use complies with all additional standards imposed on it by the particular provisions of this chapter and all other requirements of this title applicable to the proposed special use and uses within the applicable base zoning district, including but not limited to, the adequate public facility policies of this title; and

**Currently, the project site does not meet County of ADA requirements for parking and paving. With this project, paving of the driveways and parking areas will occur, along with installation of an ADA accessible parking space.**

- H. The proposed special use will not be materially detrimental to the public health, safety, convenience and welfare, and will not result in material damage or prejudice to other property in the vicinity.

**The approval of this SUP will provide for much needed services within the Ranchos. A need has been identified by FISH, Douglas County, and community agencies/organizations for the type of services that FISH provides. The center will be a tremendous asset to the community and will serve to positively influence the lives of community members within the Ranchos for years to come.**



# APPENDIX

## ACTION PLAN SELECTIONS

- Apply for food stamps and bring back proof of applying when you return for more services
- Obtain a NV I. D.
- Sign up at JOIN and bring back proof at next visit for services
- Sign up at Job Connect and bring back proof at next visit for services
- Sign up for the Work Force Program at Health and Human Services and bring back proof at next visit
- Create or update resume' and bring back proof at next visit
- Volunteer for FISH 8 hours and bring back signed time card on next visit
- Complete workbook and return it at next visit

### WORKBOOK SELECTIONS:

- ❖ EMPLOYMENT SKILLS
- ❖ LIFE MANAGEMENT (RECOVERY)
- ❖ SELF MANAGEMENT
- ❖ CORE SKILLS
- ❖ "I DON'T SMOKE!"
- ❖ HEALTH JOURNAL
- ❖ WEIGHT MANAGEMENT
- ❖ COPING SKILLS
- ❖ BASIC COGNITIVE SKILLS
- ❖ LIVING AS IF

OTHER \_\_\_\_\_

1/24

Clients choose one of the  
above or create their own goal.  
FISH records + monitors their progress toward a healthier  
life style



June 2, 2015

Hope Sullivan  
Douglas County Community Development Department  
1594 Esmeralda Avenue  
Minden, Nevada 89423

RECEIVED

JUN 02 2015

DOUGLAS COUNTY  
COMMUNITY DEVELOPMENT

Re: FISH Special Use Permit Application

Dear Hope,

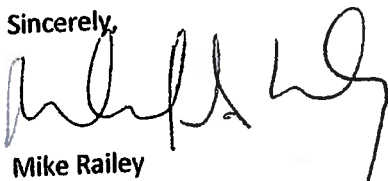
Attached to this letter is a Special Use Permit (SUP) application and supporting documents for the FISH Family Resource Center proposed in the Gardnerville Ranchos. As you are aware, the property included in the SUP application is already developed with a church use. No new construction (other than minor paving and parking improvements) is proposed with this request. As such, many of the application submittal requirements included in the Douglas County Development application are not applicable to this project. These include:

- **Elevation Drawings** – Photographs of all sides of the existing building are attached and represent the constructed building. No additions or changes (other than minor repairs/renovations) are proposed.
- **Grading/Drainage Plan** – No new site grading will occur. Improvement plans for the new paving will be provided at building permit and are dependent upon comments/conditions associated with this SUP review.
- **Conceptual Grading Study Checklist** – Once again, no new grading is proposed.
- **Traffic Impact Study/Checklist** – As noted in the attached Detailed Description and Justification Report, the project is only anticipated to generate 7 peak hour trips, well below the 80-trip threshold for a traffic study.
- **Water Conveyance Advisory Committee** – No alterations to the existing site are proposed and there are no ditches/irrigation facilities located onsite.

The project is not located within a Town boundary. However, we have requested that the SUP be placed on the Gardnerville Ranchos General Improvement District's July 2015 agenda in order to allow the GID to provide review and comment to the Community Development Department and Planning Commission.

I greatly appreciate your ongoing assistance with the FISH project. Please do not hesitate to contact me at [mrailey@rubicondesigngroup.com](mailto:mrailey@rubicondesigngroup.com) or (775) 250-3455 should you have any questions, concerns, or require additional information. Thank you.

Sincerely,



Mike Railey  
Partner

Attachments

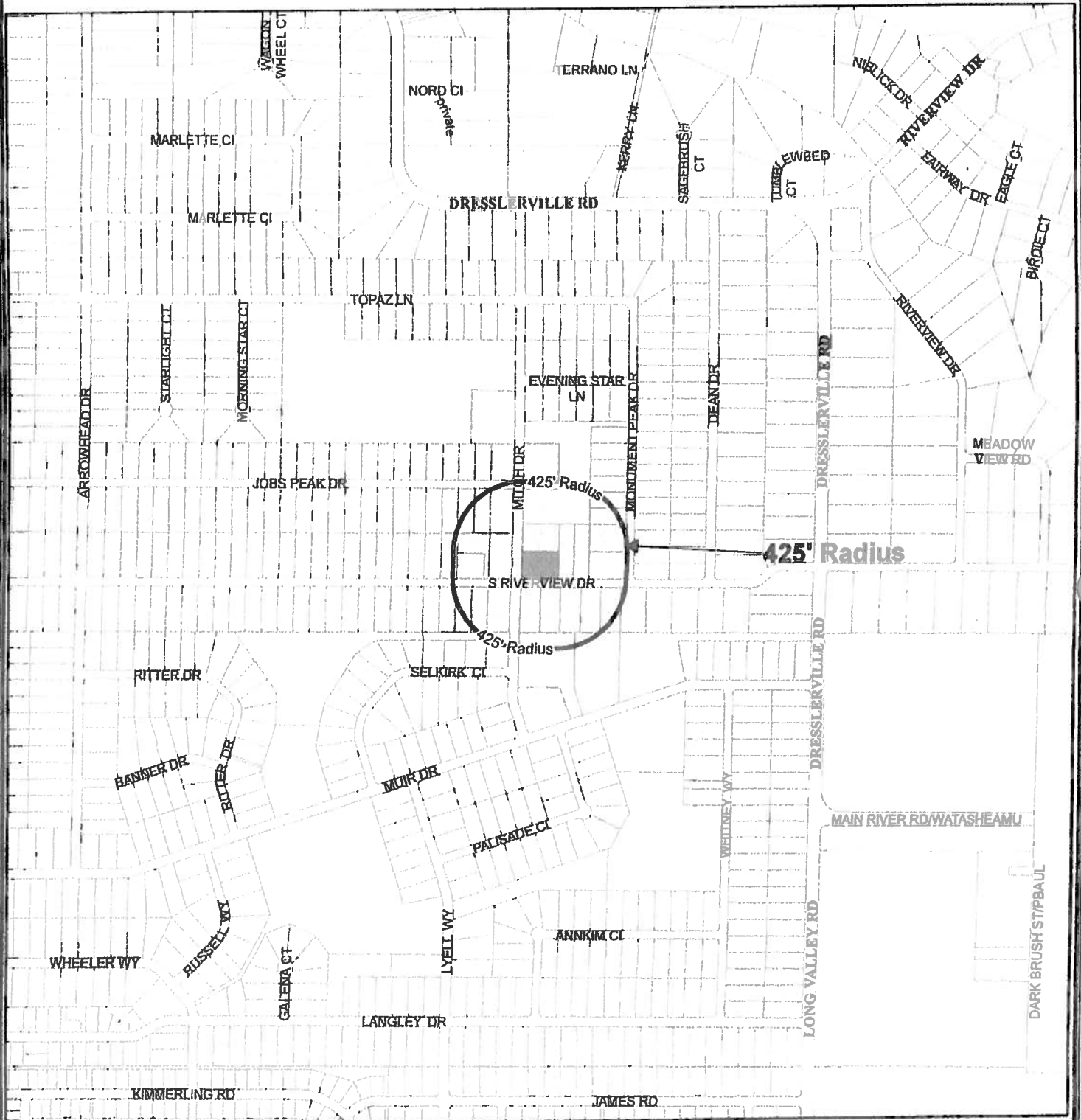
100 California Avenue, Suite 202 • Reno, Nevada 89509  
(775) 425-4800 • [www.rubicondesigngroup.com](http://www.rubicondesigngroup.com)

1/25

# Douglas County Noticing Radius Map

## 425' Radius PC ATTACHMENT 2

APN: 1220-15-210-045

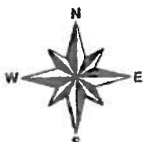


1 inch = 833 feet

Print Date: 5/29/2015

### Legend

— Noticing Radius    ■ Subject Parcel(s)    □ Parcels Within noticing Radius



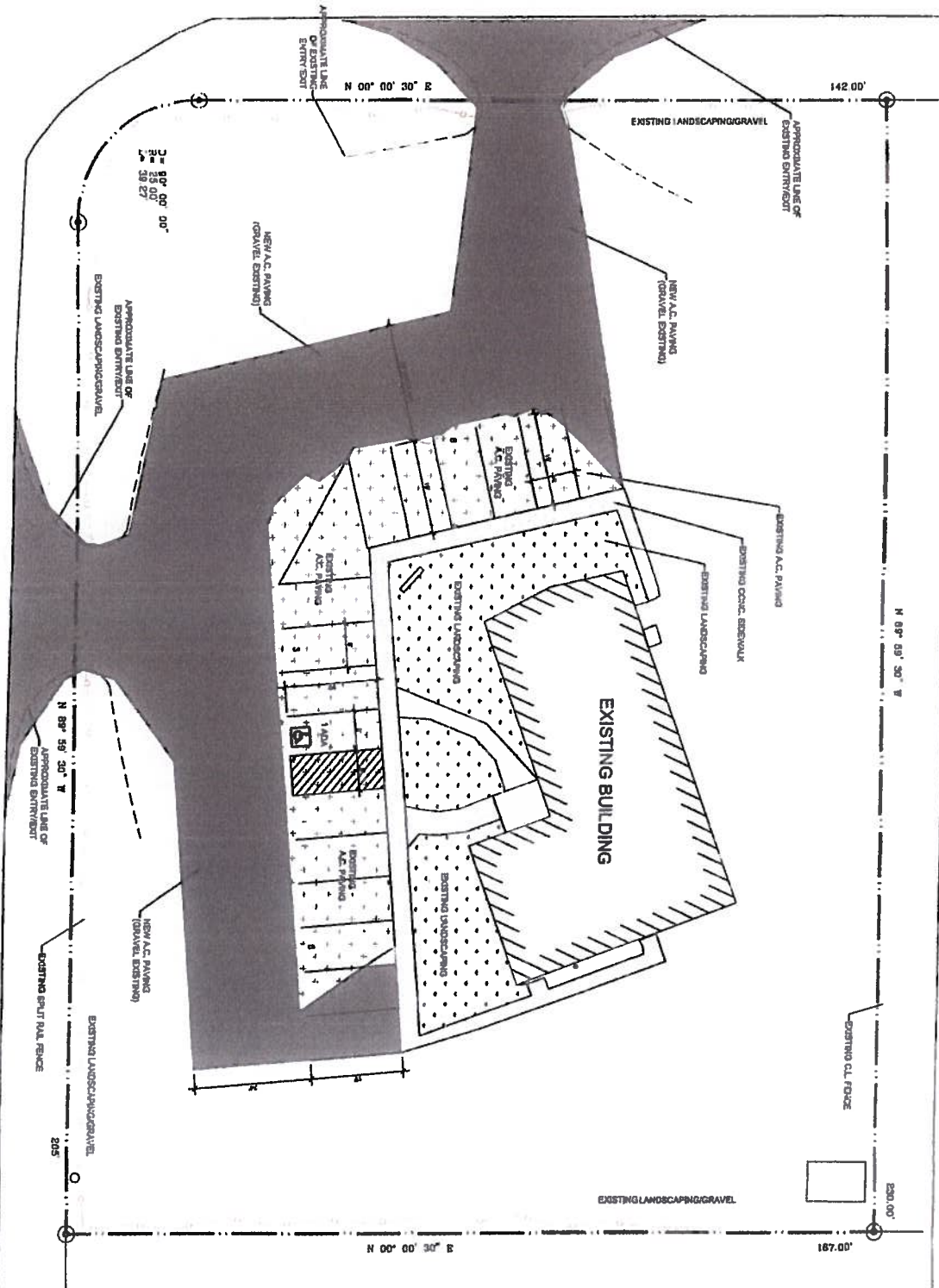
The data contained herein has been compiled on a geographic information system for the use of Douglas County. The data does not represent survey delineation and should not be construed as a replacement for the authoritative source, plat maps, deeds, resurveys, etc. No liability is assumed by Douglas County as to the sufficiency or accuracy of the data.



F.I.S.H. ASSISTANCE CENTER - PRELIMINARY SITE PLAN

SOUTH RIVERVIEW DR.

MITCH DR.



RECEIVED

JUN 02 2010

DOUGLAS COUNTY  
COMMUNITY DEVELOPMENT

1/27

AL.0

F.I.S.H. ASSISTANCE CENTER PRELIMINARY SITE PLAN  
APN. 122-210-045



Project: F.I.S.H. Assistance Center
Client: Douglas County
Location: 122-210-045
Scale: 1/4" = 1'-0"
Date: 05/27/10

Author: [Name]	Check: [Name]
Drawn: [Name]	Reviewed: [Name]
Project Manager: [Name]	Client Representative: [Name]



## Gardnerville Ranchos General Improvement District

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July 6, 2015

Douglas County Community Development  
Attn: Hope Sullivan, Planning Manager  
P.O. Box 218  
Minden, NV 89423

RE: FISH

Dear Ms. Sullivan:

The Gardnerville Ranchos GID Board of Trustees discussed a request for support by Friends in Service Helping for a special use permit for their location at 921 Mitch Dr. at their July 1, 2015 Board of Trustees Meeting. Though the Board feels the programs that FISH offers are a real benefit to the Ranchos Community, the request for support was denied based upon the location of the facility within a mostly residential neighborhood. I plan on attending the planning commission meeting. Please call or email me with any questions.

Very truly yours

A handwritten signature in blue ink, appearing to read 'Bob Spellberg', with a stylized, looping flourish.

Bob Spellberg  
District Manager

1/28

Sullivan, Hope

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**From:** GRGID11@aol.com  
**Sent:** Tuesday, July 07, 2015 8:16 AM  
**To:** Sullivan, Hope  
**Subject:** Re: letter  
**Attachments:** leanncomments.pdf

Good Morning,

Here are Leann Teter's comments on the July 1, 2015 board meeting which she was unable to attend. These comments were read into record by the District's Counsel Mike Rowe at the July meeting.

Dawn Hinds  
Assistant to the District Manager  
Gardnerville Ranchos GID  
931 Mitch Drive  
Gardnerville, NV 89460

775-265-2048  
775-265-9688 fax

In a message dated 7/6/2015 4:49:48 P.M. Pacific Daylight Time, [HSullivan@douglasnv.us](mailto:HSullivan@douglasnv.us) writes:

Dawn:

Thank you. As the letter is not dated, can you confirm it was speaking to the items on the July 1, 2015 agenda? Thank you.

Hope

---

**From:** GRGID11@aol.com [mailto:GRGID11@aol.com]  
**Sent:** Monday, July 06, 2015 4:45 PM  
**To:** Sullivan, Hope  
**Subject:** letter

Hi Hope,

Here you go!

Dawn Hinds  
Assistant to the District Manager  
Gardnerville Ranchos GID

1/29



received

JUN 30 2015

## Agenda Item II

I do support the Fish organization. I believe there is a need for nutritious meals to low income families, along with the Counseling Resource Center, not only for the Gardnerville Ranchos but for the Carson Valley. -Talk to one of the Directors from the New Community Center  
I do not think the planned site however is the appropriate place. It's right next door to a daycare and across the street is an elementary school. I know the goal is to give a hand up, not a hand out, but I think a different site would be appropriate.

[REDACTED]

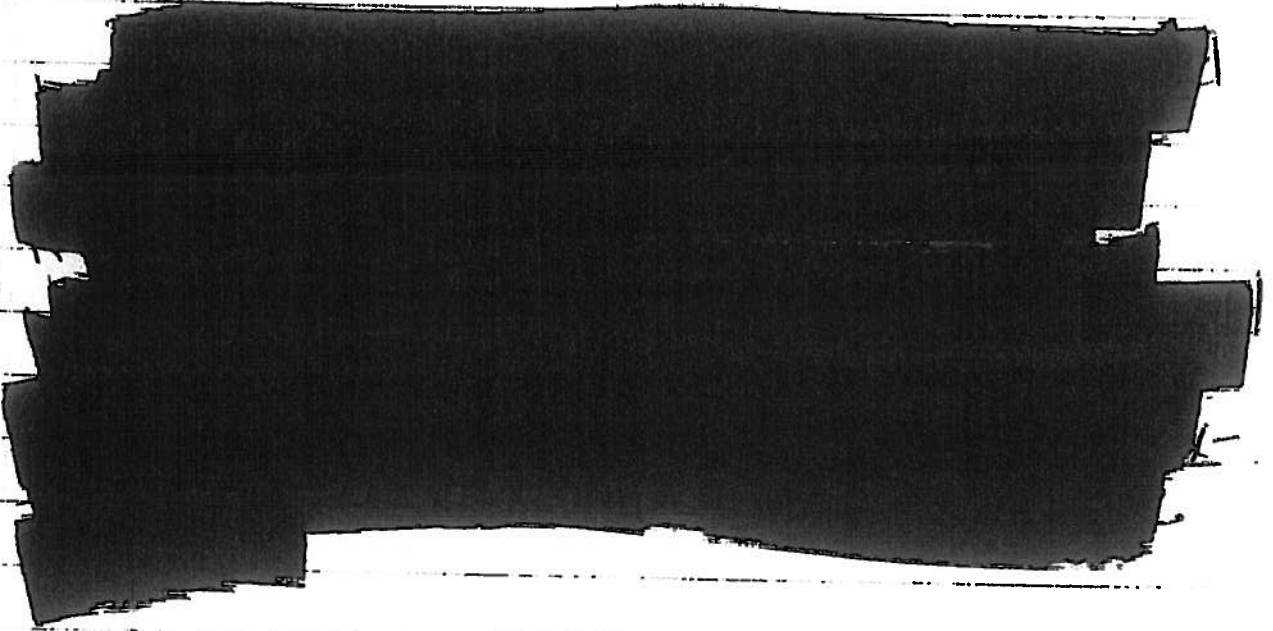
[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

~~closed session~~



Thanks these are  
my views.

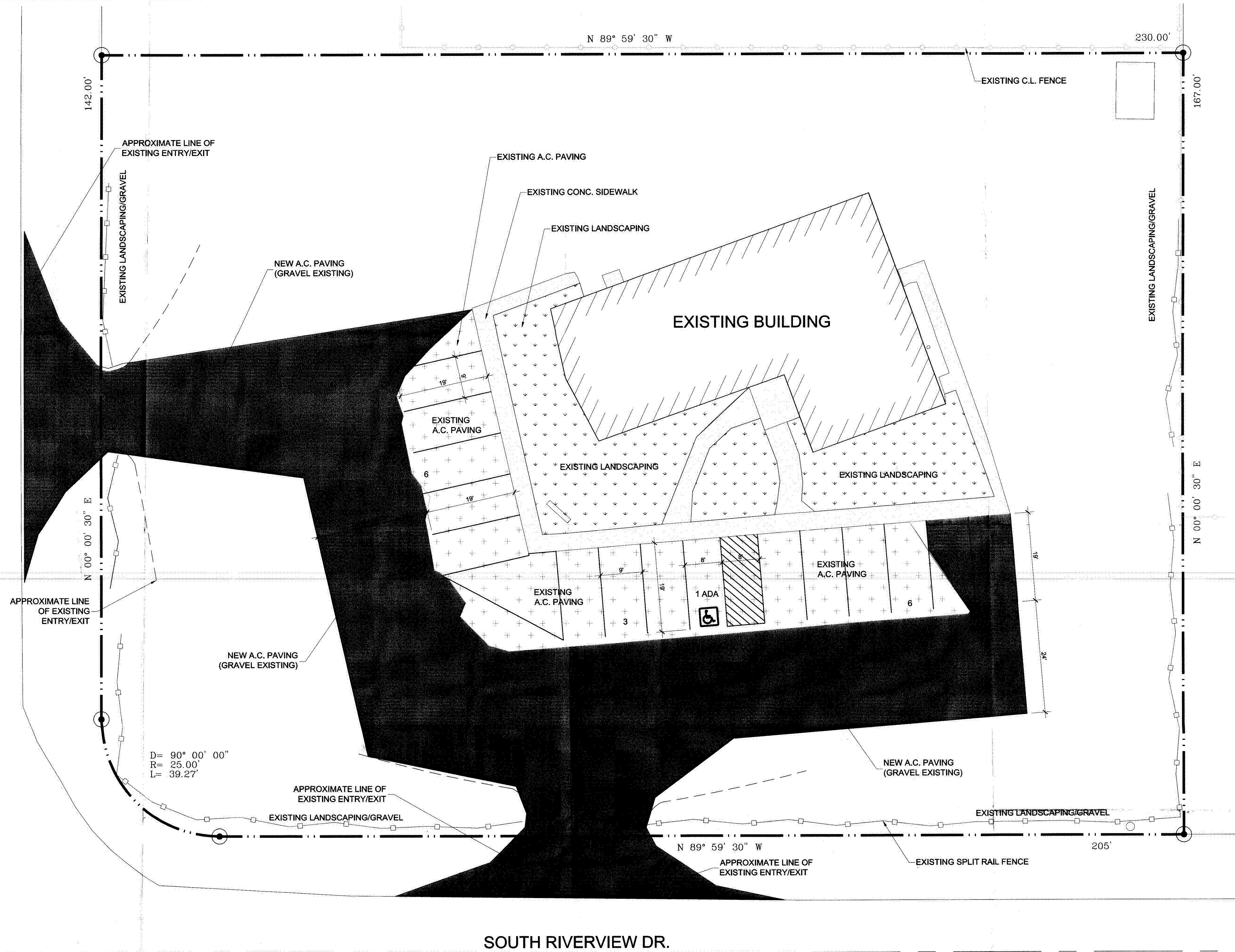
AM Tefir  
Leann Tefir



MITCH DR.

F.I.S.H. ASSISTANCE CENTER – PRELIMINARY SITE PLAN

SCALE: 1"=10'-0" (WHEN ON 24" X 36" PAPER)  
0 5' 10' 15' 20'



RECEIVED

JUN 02 2015

DONALDSON COUNTY

COMMUNITY DEVELOPMENT

F.I.S.H. ASSISTANCE CENTER PRELIMINARY SITE PLAN

APN: 1220-15-210-045

ELECTRONIC FILE/  
PROJECT NO.

SHEET NO.

A1.0



DATE: 06-01-2015  
SCALE:  
DRAWN BY:  
DESIGNED BY:  
CHECKED BY:

NO.	REVISIONS	DATE
1		
2		
3		
4		
5		